

Conditions and what BBOWT expects from you

- We are a charity and rely on your donations to carry out our work. It helps us keep our costs to a minimum if you bring a cheque for your donation with you on the day of your visit.
- Group leaders have responsibility for the safety and supervision of their group at all times including First Aid.
- You must ensure parental consent is obtained prior to a visit.
- For all sessions, to ensure safety on site we require the groups follow, as a minimum, these supervisory ratios: 3 - 4 years 1 : 3; 5 - 7 years 1 : 6; 7 - 11 years 1 : 8; 11 - 18 years 1 : 12
- Ensure children and adult helpers are appropriately dressed for your planned activities, weather and site.
- Treat our nature reserves and education centres with care and respect in order to protect wildlife and to preserve the site for other visitors.
- Remember to close gates behind you. At some sites, you may be asked to lock gates after your visit.
- Keep to marked footpaths and be careful where you tread.
- Wildflowers are protected by law, so please leave plants where they are and don't pick them to take home.
- Do not feed any livestock on site.
- Do not enter fields containing livestock. Follow access instructions on signs.
- In keeping with our environmental ethos, we ask visitors to take your rubbish and recycling home.

Booking conditions for self-led groups (without a member of BBOWT staff)

1. BBOWT must be happy with the activity a self-led group has proposed and its suitability for the site
2. We expect that you will produce your own risk assessment prior to the visit and undertake a site pre-visit where necessary. We also recommend you complete a risk assessment at the site on the day of the trip. BBOWT will provide a risk assessment for our site for guidance.
3. BBOWT is not responsible for any injury incurred by adults or children on self-led site visits (i.e. without a BBOWT staff member). All groups must have their own public liability insurance cover and have confirmed this in writing (e.g. by email) to a BBOWT member of staff. The group leader must ensure that all activities are covered by this insurance and that parental consent is obtained.

Led groups (by a BBOWT member of staff)

1. BBOWT is committed to providing the highest possible standard of service. Should it become necessary to cancel a staff-led visit as a result of unforeseen circumstances, such as staff illness, we will endeavour to work with you to make suitable alternative arrangements.
2. BBOWT will lead the activities during staff-led sessions. Any breaks will be supervised solely by leaders and helpers from the visiting group.

3. For BBOWT staff-led visits, BBOWT is covered by public liability insurance. However, please take care of your personal property as it is not covered by our insurance and we can take no responsibility for it.
4. The content of BBOWT staff-led sessions may vary depending on conditions and circumstances at the site on the day of the session.
5. Adults accompanying groups of children should be prepared to follow the instructions of BBOWT staff and help where possible.
6. In order to make your trip safe and successful, please ensure you complete all relevant sections of the booking form detailing any additional needs or specific medical information.
7. Group leaders - please read all the other booking information e.g. Health and Safety notes, risk assessments etc sent to you prior to your trip.

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